

MEMORANDUM FOR: *Mr. Mahoney*

Your calendar for the afternoon of the 9th is free until 4:30 at which time you will speak to the MGers in 1A07.

Would you like to go for the opening for an hour or so? YES (☒) NO (☐)

J -
Pls. See if there will be a break so I can leave immediately as if not I will set up back + can without a fuss
OK

7/1 D/OT

JOYCE

Date **12 JUL 1986**

ADMINISTRATIVE INTERNAL USE ONLY**ROUTING AND RECORD SHEET****SUBJECT:** (Optional)

Presentation by Joseph M. Fox

FROM:
Edward J. Maloney
Director of Information Technology**EXTENSION****NO.**

OIT 0559-86

DATE

30 June 1986

TO: (Officer designation, room number, and building)**DATE****RECEIVED****FORWARDED****OFFICER'S INITIALS****COMMENTS** (Number each comment to show from whom to whom. Draw a line across column after each comment.)1. A/Deputy Director
for Administration
7D18 Hqs*DDA received a copy.*

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OIT 0559-86
30 June 1986

MEMORANDUM FOR: Associate Deputy Director for Administration

FROM: Edward J. Maloney
Director of Information Technology

SUBJECT: Presentation by Joseph M. Fox

Hank,
I'd like to invite you to hear Mr. Joseph M. Fox, former IBM vice president and author of the book Executive Qualities. He will speak to an OIT audience in the auditorium Wednesday, July 9, from 2 to 5 p.m.

We have asked Joe to discuss the subject of executive qualities, both for the benefit of those about to assume executive responsibilities and those whose responsibility it is to select and train future managers. I want to emphasize the fact that he does not discuss just another management system, but reviews the individual leadership qualities necessary to the success in any organization.

I believe this is an interesting and comprehensive treatment of a subject that is important to the Agency. Please let me know if you will attend so that we can arrange adequate guest seating.



Edward J. Maloney

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